

## **Verona Public Library Employment Opportunity Library Assistant**

The Verona Public Library seeks to add two dynamic, energetic, and detail oriented people who each possess a strong dedication to customer service. These part-time positions are each scheduled for 832 hours/year or less. Work involves providing customer service at a very busy circulation desk, checking items in and out, registering people for library cards, and other circulation desk duties. Some weekends and/or evenings are required. Spanish language knowledge is a plus.

The starting wage is \$13.90/hour. Send a resume and list of 3 professional references in Microsoft Word or .pdf format to Brian Simons via email [bsimons@scls.lib.wi.us](mailto:bsimons@scls.lib.wi.us). Title the Subject of the email, "Library Assistant". Deadline for application is March 26, 2010. EOE.

### **Library Assistant Job Description Verona Public Library**

#### **Typical Responsibilities of Position**

Under general supervision of library management personnel, performs public service work or technical service work, serving library patrons directly or indirectly.

#### **Duties/Examples of Work**

1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fines. etc.
2. Checks in deliveries of interlibrary loan materials.
3. Follows policies and procedures for registration, circulation, technical services, and reference.
4. Performs acquisition procedures, such as ordering, checking in materials and claiming periodicals.
5. Requests interlibrary loan materials in conjunction with the Reference Librarian.
6. Assists with collection maintenance, such as weeding and shelf-reading collections.
7. Inventories and orders library supplies.
8. Assists patrons with routine reference and reader's advisory service.
9. Directs patrons to proper staff for more detailed reference and reader's advisory service.
10. Presents library programs, organizes special displays and distributes publicity.
11. Processes, withdraws, repairs, or reconditions library materials.
12. Assists patrons with computer use and other mechanical operations of library equipment.
13. Empties bookdrop and takes returned items to the proper place for checking in.
14. Performs light housekeeping.
15. Performs other duties as assigned.

#### **Knowledge and Abilities**

1. Ability to direct the work of the library page as needed.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain confidentiality of library patron information.

4. Ability to follow detailed instructions.
5. Ability to maintain a regular work schedule.
6. Ability to gather statistics, analyze information and write reports.
7. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Ability to use computer software and manage computerized files.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Possess good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
12. Keyboarding and filing ability.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
14. Working knowledge of English grammar and spelling.
15. Spanish language knowledge is a plus.

### **Physical Demands of the Position**

1. Bending/twisting and reaching.
2. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
3. Handling: processing, picking up and shelving books.
4. Lifting and carrying: 50 pounds or less.
5. Pushing and pulling: objects weighing 300-400 pounds on wheels.
6. Sitting, standing, walking, stooping, kneeling and crouching.
7. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.
8. Near vision: Reading faded type, font size 12 or smaller on item labels.
9. Far vision: Observing patrons in need of assistance from a distance of 20 feet or further.
10. Occasional travel to meetings outside the library.

### **Mental Demands of the Position**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time Management: set priorities in order to meet assignment deadlines.

### **Environmental/Working Conditions**

1. Flexible work hours; daytime, evening, and weekend hours.
2. Inside work environment.

### **Equipment Used**

Audiovisual equipment, book truck, calculator, cash register, copy machine, fax machine, library automation system, computer, scanner, microfilm/fiche reader/printer, telephone, typewriter, and stepstool.

**Education and Experience**

1. At least two years of study at an accredited college, university or technical school.
2. Keyboarding and general office experience.
3. Two or more years of library experience is a plus.

Library Board Approved December 3, 2008.